



ELEANOR HOUSE JOB POSTING

Closing Date: 5/15/15

Job Title: Residential Assistant – Eleanor House Rapid Re-housing Center and Emergency Shelter

Position:

Open position is full time with benefits, 40 hours per week at 9.25/hr. at the Eleanor House at 522 Eleanor Street, Kalamazoo, MI 49007.

Summary of Position: (A complete job description is available on request.)

Responsibilities include assisting with the general operation of the Eleanor House facility, including oversight and assistance to all families staying at the facility. Duties include:

- Providing pleasant and positive customer service, answering phones, greeting visitors and volunteers, general operation of the RSS desk/office.
- Supervising the daily facility activities of the residents, including chores and rule enforcement.
- Being available for problem solving, referrals, assistance, and support to residents.
- Cooperating and collaborating with HRI Housing staff to assist with the move/placement of residents into permanent housing.
- Attending to any safety issues, including providing instruction and direction to residents.
- Overseeing all aspects of the Child and Adult Care Food program and meals delivered at the facility.
- Assisting in the intake and assessment process for residents
- Participating in general facility cleaning, room turns, snow shoveling, and general facility beautification.

Staff must be able to carry out the responsibilities of the position in a professional manner, within the parameters of established policies and procedures. Staff are required to make decisions and act on them during their shift.

Qualifications:

For consideration, candidates must possess a High School Diploma or GED and experience in the Human Services field. Must possess excellent written and verbal communication skills.

Hours: 11AM-1PM Tues., Wed., Friday and Thursday from 8AM-6PM for 40 hours per week at the Eleanor House.

Compensation: Starting salary \$9.25/hour, paid time off, health and other benefits
Full time, exempt position.

Interested Applicants please send resume by 5/15/15 at 5PM to Kathy Smyser, Program Director, HRI, 420 E. Alcott Street, Suite 200, Kalamazoo, MI 49001. 269-382-0287.